

2003-2004

TRAINING CATALOG

FOR

WATER TREATMENT
WATER DISTRIBUTION
WASTEWATER TREATMENT
PLANT OPERATORS



NATURAL RESOURCES AND
ENVIRONMENTAL PROTECTION CABINET

Kentucky Department for
Environmental Protection

Division of Water

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Frankfort, KY 40601

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<http://water.nr.state.ky.us/dow/trngcat.htm>

Operators, System Managers, Local Community Leaders and Others:

You and others associated with treatment of drinking water and wastewater help maintain the quality of life in the Commonwealth of Kentucky, thus making it a great place to live, work and play. Technology and governmental regulations impacting the drinking water and wastewater treatment industry are rapidly changing, to keep abreast of these advances is indeed challenging. In addition to testing and licensing, the staff of the Operator Certification Section has worked hard through the past years to provide classroom training of operators. Classroom training has consisted of formal certification preparatory classes and less formal continuing education classes. The certification preparatory classes tend to be specific to basic requirements of operators in a given type and level of system. Continuing education classes have typically consisted of varying subject matter intended to help operators acquire necessary continuing education credits used for renewal of certifications. Continuing education is extremely important as it helps an operator become familiar with new information. Onsite training has occasionally been available, particularly for operators of smaller systems.

During the upcoming fiscal year (July 1, 2003, through June 20, 2004), our group will strive to provide similar events as in the past. This training catalog provides detailed information of testing and training events planned. Our technical staff will attempt to gather new and different information while retaining much of the former tried and tested material. Our goal is to provide up-to-date and relevant material and to present it in a professional manner. Our administrative staff will attempt to process paperwork associated with your testing and training in a highly efficient manner. We too have challenges. Budgetary constraints have resulted in a 30 percent reduction of our staff positions and less spending overall. Regrettably, a slight reduction in the schedule of events will occur. We recommend that you seek additional training as needed from one of the other vendors listed in this catalog or from other Board approved sources.

Here's wishing you a great year,

Operator Certification Section Staff

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The Natural Resources and Environmental Protection Cabinet does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability and provides, on request, reasonable accommodations including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, and activities.

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GENERAL INFORMATION

KENTUCKY BOARDS OF CERTIFICATION

The Kentucky Board of Certification of Water Treatment and Distribution System Operators and the Kentucky Board of Certification of Wastewater System Operators serve in an advisory capacity to the Division of Water on implementation of the operator training and certification programs. The Boards advise the Division on all aspects of operator training and certification. Specifically, they review and recommend action on Class IV applicant qualifications, substitutions for education/experience, proposed administrative regulations, continuing education training to be utilized for renewal purposes, certification examinations, training and certification fees, state reciprocal agreements, and the need for certified operator disciplinary actions.

Outlined below are the dates, locations, and start times for each of these meetings. We encourage operators and managers to attend and participate in these meetings.

Wastewater Board Meetings*

July 15, 2003	Kentucky Dam Village SRP, Gilbertsville, Ky.	7:00 p.m.
August 19, 2003	Division of Water, Frankfort, Ky.	10:00 a.m.
September 16, 2003	Division of Water, Frankfort, Ky.	10:00 a.m.
October 21, 2003	Jenny Wiley SRP, Prestonsburg, Ky.	7:00 p.m.
November 18, 2003	Division of Water, Frankfort, Ky.	10:00 a.m.
December 16, 2003	Division of Water, Frankfort, Ky.	10:00 a.m.
January 20, 2004	Division of Water, Frankfort, Ky.	10:00 a.m.
February 17, 2004	Division of Water, Frankfort, Ky.	10:00 a.m.
March 22, 2004	Executive Inn Rivermont, Owensboro, Ky.	3:00 p.m.
April 20, 2004	Division of Water, Frankfort, Ky.	10:00 a.m.
May 18, 2004	Division of Water, Frankfort, Ky.	10:00 a.m.
June 15, 2004	Division of Water, Frankfort, Ky.	10:00 a.m.

Wastewater Board Members

Thomas R. Begley – Murray	270/762-6656	Tom.begley@murraystate.edu
Suzie Bradley – Campbellsville	270/789-3133	stichersb@hotmail.com
Dennis Gumbert – Worthington	606/836-6821	dennisgumbert@aol.com
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David Pedigo – Elizabethtown	270/765-0274	dpedigo@ambrake.com
Phil Broomall, Proxy, Division of Water	502/564-3410	phil.broomall@mail.state.ky.us

*NOTE: Occasionally a meeting date must be changed due to scheduling conflicts; please contact the Operator Certification Section prior to the scheduled meeting date to ensure no change has occurred.

Kentucky Boards of Certification (Continued)

Drinking Water Board Meetings*

July 16, 2003	Kentucky Dam Village SRP, Gilbertsville, Ky.	7:00 p.m.
August 20, 2003	Division of Water, Frankfort, Ky.	1:30 p.m.
September 17, 2003	Division of Water, Frankfort, Ky.	1:30 p.m.
October 22, 2003	Jenny Wiley SRP, Prestonsburg, Ky.	7:00 p.m.
November 19, 2003	Division of Water, Frankfort, Ky.	1:30 p.m.
December 17, 2003	Division of Water, Frankfort, Ky.	1:30 p.m.
January 21, 2004	Division of Water, Frankfort, Ky.	1:30 p.m.
February 18, 2004	Division of Water, Frankfort, Ky.	1:30 p.m.
March 23, 2004	Executive Inn Rivermont, Owensboro, Ky.	3:00 p.m.
April 21, 2004	Division of Water, Frankfort, Ky.	1:30 p.m.
May 19, 2004	Division of Water, Frankfort, Ky.	1:30 p.m.
June 16, 2004	Division of Water, Frankfort, Ky.	1:30 p.m.

Drinking Water Board Members

Barry L. Bolin – Paducah	270/444-0522	bbolin@pwwky.com
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*NOTE: Occasionally a meeting date must be changed due to scheduling conflicts; please contact the Operator Certification Section prior to the scheduled meeting date to ensure no change has occurred.

CERTIFIED OPERATOR REGISTRATION PROCEDURES

To become certified, an applicant must:

1. Have completed the educational level or equivalent for the classification requested.
2. Have the required operational experience for the classification requested.
3. Submit the appropriate forms and payment to the Operator Certification Section **at least 30 days prior** to the requested training/testing date. Class IV applications require Board approval and must be received in time to be considered by the Board prior to the 30-day preregistration date. (Refer to pages 3 and 4 for Board meeting date information.)
4. Receive approval/confirmation from the Operator Certification Section to attend the training/testing session.
5. Attend training/testing session and pass examination.

WASTEWATER TREATMENT QUALIFICATIONS

Wastewater system and operator classifications are based on the design capacity of the treatment plant; 401 KAR 5:010, Sections 8 and 9.

Classification	Design Capacity	Education Required	Experience Required*
IV	More than 7.50 MGD	Engineering, Allied Science or Equivalent Degree	Five years, with three years in a Class III or IV wastewater system with two years of primary responsibility
III	More than 2 MGD but less than or equal to 7.50 MGD	High School Diploma or GED	Three years, with one year in a Class II or higher system
II	More than 50,000 gallons per day but less than or equal to 2 MGD	High School Diploma or GED	Two years
I	Less than or equal to 50,000 gallons per day	High School Diploma or GED	One year

***Educational and experience substitutions may apply and are specified in the wastewater certification regulations (401 KAR 5:010).**

DRINKING WATER TREATMENT QUALIFICATIONS

Drinking water system classifications are based on the type of filtration and the design capacity; 401 KAR 8:030, Section 6. The operator qualifications are found in 401 KAR 8:030, Section 8. Class A type systems are those that use gravity filtration excluding slow sand in the treatment process, and Class B type systems include all other types of treatment that do not use gravity filtration and systems using slow sand filtration.

Classification	Design Capacity	Education Required	Experience Required*
IVA	Equal to or greater than 3 MGD	Baccalaureate Degree	One year in a Class IIIA or IVA plant
IVB	Equal to or greater than 3 MGD	Baccalaureate Degree	One year in a Class IIIA, IIIB, IVB or IVA plant
IIIA	Equal to or greater than 0.5 but less than 3 MGD	High School Diploma or GED	Three years, with one year in a Class IIA, IIIA or IVA plant
IIIB	Equal to or greater than 0.5 but less than 3 MGD	High School Diploma or GED	Three years, with one year in a Class IIA, IIBD, IIIA, IIIB, IVA or IVB plant
IIA	Equal to or greater than 0.05 MGD but less than 0.5 MGD	High School Diploma or GED	Two years, with six months in a Class IIA, IIIA or IVA plant
IIBD	Equal to or greater than 0.05 MGD but less than 0.5 MGD (Operator also responsible for distribution system)	High School Diploma or GED	Two years, with six months in a Class IIA, IIBD, IIIA, IIIB, IVB or IVA plant
IAD	Less than 0.05 MGD (Operator also responsible for distribution system)	High School Diploma or GED	One year in a Class IAD, IIA, IIBD, IIIA, IIIB, IVB or IVA plant
IBD	Less than 0.05 MGD (Operator also responsible for distribution system)	High School Diploma or GED	One year in any of the listed drinking water treatment classifications

DRINKING WATER DISTRIBUTION QUALIFICATIONS

Classification	Population Served	Education Required	Experience Required*
IVD	Equal to or greater than 50,000	Baccalaureate Degree	One year in a Class III or IV distribution system
IIID	Equal to or greater than 15,000 but less than 50,000	High School Diploma or GED	Three years, with one year in a Class II, III or IV distribution system
IID	Equal to or greater than 1,500 but less than 15,000	High School Diploma or GED	Two years, with six months in a Class II, III or IV distribution system
ID	Less than 1,500	High School Diploma or GED	One year in a Class IAD, IBD, IIBD, ID, IID, IIID or IVD system

*Educational and experience substitutions may apply and are specified in the drinking water certification regulations (401 KAR 8:030)

REFERENCE MANUALS

The Operator Certification Section recommends the manuals identified below as reference documents. You may purchase a manual directly from CSUS by forwarding the order form found on page 49. **DO NOT MAIL THIS FORM TO THE OPERATOR CERTIFICATION SECTION.**

Reference Manual	Recommended As Study Aid For
Water Treatment Plant Operations - Volume I	I-AD, II-A, III-A, IV-A
Small Water System Operation & Maintenance	I-BD, II-BD, III-B, IV-B
Water Distribution System Operation & Maintenance	I-D, II-D, III-D, IV-D
Operation of Wastewater Treatment Plants - Volume I	II, III, IV

NOTE: All operators will receive class-appropriate handouts when approved for testing. Class I wastewater operators will also receive a "Package Treatment Plants" operational manual.

RECIPROCITY

Reciprocity refers to a reciprocal agreement between the Commonwealth of Kentucky and another state to honor comparable certifications. Under certain conditions, an operator who holds a valid certificate may be issued a comparable Kentucky certificate **without examination** if he or she is in good standing and the other state honors Kentucky's certification program. Applicants must submit a certification application and a \$35 reciprocity fee, payable to the "**Kentucky State Treasurer**," to initiate this process.

OPERATOR ACCOUNTABILITY

Drinking water and wastewater systems are required to adhere to regulatory standards and operate in a manner that protects human health and the environment. Certified operators assume responsibility, along with elected officials and facility owners, for ensuring that all regulatory standards are met. If an operator practices fraud or deception in obtaining certification or filing cabinet reports, does not use reasonable care or judgment in the performance of duties, fails to apply knowledge in the performance of duties, and/or is incompetent, unable, or unwilling to properly perform duties, he or she may be subject to a disciplinary action. Disciplinary actions available to the division include, but are not limited to, probation for up to one year, suspension of a certificate for up to one year, temporary revocation of a certificate for one to four years, permanent revocation of a certificate and/or civil or criminal penalties.

COMPTRAIN PROGRAM FOR WASTEWATER TREATMENT PLANTS

Compliance Training (CompTrain) is an on-site diagnostic evaluation of the wastewater plant, operating procedures, staffing, and more. The focus of this training is to improve the system's process control and provide system-specific training to its operators. CompTrain is not a compliance inspection or related to the enforcement process. Qualifying systems (municipally owned with a design flow capacity of up to 5.0 MGD) will receive a three to four-day on-site diagnostic evaluation. When performing the evaluation, operators of the system will be involved through performance of the routine operational procedures and will be introduced to other practices for the first time. Further, they can receive up to 24 hours of "hands-on" training to use toward license renewal. Contact the Operator Certification Section for further information on scheduling on-site compliance training.

KENTUCKY SMALL DRINKING WATER SYSTEM OPERATOR CERTIFICATION EXPENSE REIMBURSEMENT GRANT (ERG)

Kentucky's Expense Reimbursement Grant (ERG) program is designed to assist Kentucky's small drinking water systems in getting and maintaining skilled certified operators by waiving and/or reimbursing the costs associated with operator training and certification. To be eligible, operators must now operate a community or non-transient non-community public water system serving a population of 3,300 or less. Eligible operators will have fees waived for certification preparatory classes, examinations, continuing education classes, and certificate renewals. One operator per vehicle will also be granted a mileage reimbursement of \$0.32 per mile when traveling to and from an approved training/testing event, provided it is a distance greater than 40 miles (80 miles round-trip) from their work station or place of residence, whichever is less. The program provides further assistance to unsalaried, volunteer operators who are not compensated in any way by the water system, by reimbursing the cost of meals and lodging (for travel exceeding 80 miles round-trip).

- Eligible operators seeking certification must complete the standard "Drinking Water or Wastewater Operator Certification Application" (page 41) and meet the minimum requirements for testing at the desired certification level. Operators must also complete the "Training Class and Examination Registration Form" (page 43) indicating ERG eligibility. It is not necessary to submit payment for the event. If approved for testing, the operator will also receive a treatment or distribution manual at no charge (to be distributed at time of event).
- Eligible certified operators seeking continuing education training must submit the "Training Class and Examination Registration Form" (page 43) indicating ERG eligibility. It is not necessary to submit payment for the event; however, fee waivers are limited to those classes provided by the Operator Certification Section.
- Eligible certified operators seeking certificate renewal must complete the "Application for Certificate Renewal" (page 45) indicating ERG eligibility. It is not necessary to include payment for renewals submitted prior to the June 30, 2004 renewal deadline. Fees will not be waived for late renewals.
- Salaried operators seeking to receive reimbursement for mileage must submit a "Commonwealth of Kentucky Travel Voucher" to the Operator Certification Section no later than June 30th of the state's fiscal year during which the event/expense occurred. Travel Voucher forms can be obtained by calling the Operator Certification Section at 502/564-3410.
- Non-salaried, non-compensated operators seeking to receive reimbursement for mileage, meals, and lodging must submit a "Commonwealth of Kentucky Travel Voucher" and a "Verification of Non-Compensated Operator Status" form to the Operator Certification Section no later than June 30 of the state's fiscal year during which the event/expense occurred. Both forms can be obtained by calling the Operator Certification Section at 502/564-3410.

CERTIFICATION PROCESS

Application/Class Registration Procedures

Registration procedures exist for the efficient processing of all training/testing requests. To become certified, all applicants must:

1. Complete the certification application on pages 41 and 42.
2. Complete the registration form on page 43.
3. Submit the application, registration form and certification fee to the Operator Certification Section at least 30 days prior to the requested training/testing date. Separate checks must be issued for each class and be payable to the **"Kentucky State Treasurer."**

Class IV applications require Board approval. Class IV applications must be received in time to be considered by the Board prior to the 30-day preregistration date. Board meeting dates and times are listed on pages 3 and 4.

4. Receive approval/confirmation from the Operator Certification Section to attend the training/testing session.
5. Attend the scheduled training/testing session.
6. Pass the certification exam.

Certification Application (See Pages 41 and 42)

- The application must be printed legibly or typed.
- All application items must be complete and of sufficient detail to determine eligibility; incomplete and unapproved applications will be returned with a letter explaining the deficiencies.
- A separate application is required for each certification requested.
- Applicants approved for training/testing will receive a letter confirming the date and location of their scheduled class and requested training materials.
- To ensure application completeness and accuracy, please refer to the "Application Checklist" on page 39.

Registration Form (See Page 43)

- A registration form must be completed and submitted with each certification application.
- All registration form items must be completed including classification requested, course name, number, date, and first and second location choice.

Training

Attendance at a certification preparatory class prior to testing is not required; however, it is highly recommended. Operators earn continuing education credit for these sessions. Hours earned may be utilized for renewal purposes.

Testing

Each exam consists of 50 - 100 multiple choice questions that test the operator's knowledge of basic operational procedures and theory. A score of 70 percent is required to pass the exam.

Unsuccessful examinees may schedule to retest by submitting the appropriate fee and registration form at least one month prior to the desired testing date. Submittal of a Certification Application is not required if requesting a retest.

Certificate and Wallet Card

Examinees who pass a certification exam will receive a certificate and wallet card, issued by the Natural Resources and Environmental Protection Cabinet, identifying the certification earned. The operator's certificate shall be prominently displayed in or near the facility where practical. Certified operators must carry the Cabinet-issued wallet card showing current certification status while on duty and should take it to any continuing education class provided by the Division of Water. The Cabinet-issued wallet card will be scanned during Division-sponsored continuing education training courses to document hours earned for renewal purposes. Wastewater certificates expire on June 30 of odd-numbered years, and drinking water certificates expire on June 30 of even-numbered years. Certifications may be renewed any time between January 1 and June 30 of the renewal year. Operators are encouraged to renew early in this period.

DIVISION OF WATER WEB PAGE

The Kentucky Division of Water currently has a web page designed to provide information regarding a variety of topics of interest to certified operators and elected officials. In addition to valuable updates regarding regulatory requirements, this web page contains a link to the Operator Certification Section training catalog. This web page may be accessed at:

<http://water.nr.state.ky.us/dow/dwhome.htm>

Drinking Water Treatment/Distribution for Small Systems – Primarily for Classes I-BD, II-BD, I-AD, II-A, I-D, II-D

This training session is intended for persons operating community and non-transient, non-community public water systems **serving 3,300 persons or fewer**. General treatment processes for both groundwater and surface water will be emphasized along with some discussion of distribution typical of small systems. Individuals desiring to test for Class A or D series certifications may benefit more from the surface water and distribution classes listed for larger systems. This three-day course is not mandatory, but is highly recommended. The course lasts from 8:30 a.m. to 4:00 p.m. each day and provides six continuing education hours of training per day. Manuals recommended are *Small Water System Operation & Maintenance*, *Water Treatment Plant Operation, Volumes 1 & 2*, and *Water Distribution System Operation & Maintenance* (available from CSU). The course will be followed on day four with the certification exam.

Course Number	Date	Location	Room Reservations	Fee - 3-Day Review & Exam	Fee- Exam Only
DWSS-1 Surface Water Treatment Only Class IAD and IIA (Class A Series)	August 19-22, 2003	Rough River State Resort Park 450 Lodge Road Falls of Rough, Ky.	800/325-1713 or 270/433-7431	\$125.00	\$35.00
DWSS-2 Distribution Only Classes I-D, II-D, I-AD, I-BD & II-BD (Class D Series)	February 24-27, 2004	Cumberland Falls State Resort Park 7351 Highway 90 Corbin, Ky.	800/325-0063 or 606/528-4121	\$125.00	\$35.00
DWSS-3 Groundwater Treatment Only Classes I-BD & II-BD (Class B Series)	May 18-21, 2004	Jenny Wiley State Resort Park 75 Theatre Court Prestonsburg, Ky.	800/325-0142 or 606/886-2711	\$125.00	\$35.00

To register for certification review/testing sessions, please complete and forward pages 41, 42 and 43 of the Training Catalog to the Operator Certification Section (if retaking an exam, only page 43 is required), along with the appropriate fee. Please note that separate checks are required for each operator and review/testing session requested. Operators must register at least 30 days in advance. The Division has blocked a limited number of lodging rooms at most training locations. Reduced rates may be available if the Division class is referenced and the room reservation is made one month or more in advance.

DRINKING WATER TREATMENT CERTIFICATION REVIEW/TESTING SESSIONS (Continued)

Drinking Water Treatment of Surface Water or Groundwater Under Direct Influence of Surface Water – Classes I-AD, II-A, III-A, IV-A

This training session is designed for operators of drinking water treatment plants that utilize gravity filtration, except for slow sand. It is available only to operators registering to take a Class A series certification exam. Distribution topics will not be covered in this class. This three-day course is not mandatory, but is highly recommended. The course lasts from 8:30 a.m. to 4:00 p.m. each day and provides six continuing education hours of training per day. Topics to be addressed include basic theory, operational and maintenance procedures, process control, monitoring requirements and surface water regulations. Manuals recommended are *Small Water System Operation & Maintenance*, *Water Treatment Plant Operation, Volumes 1 & 2*, and *Water Distribution System Operation & Maintenance* (available from CSU). The course will be followed on day four with the certification exam.

Course Number	Date	Location	Room Reservations	Fee – 3-Day Review & Exam	Fee – Exam Only
DWT-47	October 14-17, 2003	Lake Barkley State Resort Park 3500 State Park Road Cadiz, Ky.	800/325-1708 or 270/924-1131	\$125.00	\$35.00
DWT-48	March 22-25, 2004	Executive Inn Rivermont One Executive Blvd. Owensboro, Ky.	800/626-1936 or 270/926-8000	\$125.00	\$35.00

To register for certification review/testing sessions, please complete and forward pages 41, 42 and 43 of the Training Catalog to the Operator Certification Section (if retaking an exam, only page 43 is required), along with the appropriate fee. Please note that separate checks are required for each operator and review/testing session requested. Operators must register at least 30 days in advance. The Division has blocked a limited number of lodging rooms at most training locations. Reduced rates may be available if the Division class is referenced and the room reservation is made one month or more in advance.

DRINKING WATER TREATMENT CERTIFICATION REVIEW/TESTING SESSIONS (Continued)

Drinking Water Treatment of Groundwater Not Under Direct Influence of Surface Water - Classes I-BD, II-BD, III- B, IV-B

This training session is designed for operators of drinking water treatment plants that utilize treatment methods other than gravity filtration (slow sand filtration is included in this exam series). It is available only to operators registering to take a Class B series certification exam. Emphasis will be on treatment, distribution presentations will be limited to basic processes typical of these systems. This two-day course is not mandatory for acquiring certification, but is highly recommended. The course lasts from 8:30 a.m. to 4:00 p.m. each day and provides six continuing education hours of training per day. Specific topics to be addressed include operational procedures, monitoring requirements and maintenance of well systems. Manuals recommended are *Small System Operation & Maintenance*, *Water Treatment Plant Operations, Volumes 1 & 2*, and *Water Distribution System Operation & Maintenance* (available from CSU). The course will be followed on day three with the certification exam.

Course Number	Date	Location	Room Reservations	Fee - 2-Day Review & Exam	Fee- Exam Only
DWT-46	November 5-7, 2003	Barren River State Resort Park 1149 State Park Road Lucas, Ky.	800/325-0057 or 270/646-2151	\$95.00	\$35.00

DRINKING WATER DISTRIBUTION CERTIFICATION REVIEW/TESTING SESSIONS

Drinking Water Distribution - Classes I-AD, I-BD, II-BD, I-D, II-D, III-D, IV-D

This training session is designed for distribution system operators and is available only to operators registering to take a combination treatment and distribution or distribution only certification exam. Treatment plant issues will not be covered in this course. Individuals seeking combination treatment/distribution certification may benefit more by attending either the groundwater or small system course listed elsewhere on this schedule. This three-day course is not mandatory, but is highly recommended. The course lasts from 8:30 a.m. to 4:00 p.m. each day and provides six continuing education hours of training per day. Topics to be addressed include basic distribution system design, operational procedures, maintenance, monitoring requirements and water distribution system regulations. Manuals recommended are *Small Water System Operation & Maintenance*, and *Water Distribution System Operation & Maintenance* (available from CSU). The course will be followed on day four with the certification exam.

Course Number	Date	Location	Room Reservations	Fee - 3-Day Review & Exam	Fee - Exam Only
DWD-29	August 5-8, 2003	Jenny Wiley State Resort Park 75 Theatre Court Prestonsburg, Ky.	800/325-0142 or 606/886-2711	\$125.00	\$35.00
DWD-30	April 5-8, 2004	Lake Barkley State Resort Park 3500 State Park Road Cadiz, Ky.	800/325-1708 or 270/924-1131	\$125.00	\$35.00

To register for certification review/testing sessions, please complete and forward pages 41, 42 and 43 of the Training Catalog to the Operator Certification Section (if retaking an exam, only page 43 is required), along with the appropriate fee. Please note that separate checks are required for each operator and review/testing session requested. Operators must register at least 30 days in advance. The Division has blocked a limited number of lodging rooms at most training locations. Reduced rates may be available if the Division class is referenced and the room reservation is made one month or more in advance.

WASTEWATER CERTIFICATION REVIEW/TESTING SESSIONS

Class I – This training session is designed for operators of wastewater treatment plants with a design capacity of 50,000 gallons per day or less and is available only to operators registering to take the Class I exam. This two-day course is not mandatory, but is highly recommended. The course lasts from 8:30 a.m. to 4:00 p.m. each day and provides six continuing education hours of training per day. A **Kentucky Division of Water** *Package Treatment Plants – Operations Manual* will be provided to each participant. Additional manuals recommended are the *Small Wastewater System Operation & Maintenance, Volumes 1 & 2* and *Operation of Wastewater Treatment Plants, Volumes 1 & 2* (available from CSU). Training on day two will be followed immediately with the certification exam.

Class II-IV - This training session is designed for operators of wastewater treatment plants with a design capacity greater than 50,000 gallons per day and is available only to operators registering to take a Class II, III or IV exam. This three-day course is not mandatory, but is highly recommended. The course lasts from 8:30 a.m. to 4:00 p.m. each day and provides six continuing education hours of training per day. A manual recommended for this course is *Operation of Wastewater Treatment Plants* (available from CSU). Topics reviewed in this course will include: Regulations, Permits and DMRs, Wastewater Sampling, Wastewater Biology, Design Criteria, Operating Principles, Package Plants, Safety, Process Control, Math Calculations, etc. The course will be followed on day four with the certification exam.

Course Number	Review/Test Dates	Location	Room Reservations	Fee - Review and Exam (Class I-IV)	Fee-Exam Only (Class I-IV)
WW1-50	Class I – July 29-30, 2003	General Butler State Resort Park 1608 Highway 227 Carrollton, Ky.	866/462-8853 or 502/732-4384	Class I - \$95.00	\$35.00
WW2-50	Class II, III or IV – July 29-August 1, 2003			Class II, III or IV - \$125.00	\$35.00
WW1-51	Class I – September 23-24, 2003	Jenny Wiley State Resort Park 75 Theatre Court Prestonsburg, Ky.	800/325-0142 or 606/886-2711	Class I - \$95.00	\$35.00
WW2-51	Class II, III or IV – September 23-26, 2003			Class II, III or IV - \$125.00	\$35.00
WW1-52	Class I – November 18-19, 2003	The Springs Inn 2020 Harrodsburg Rd. Lexington, Ky.	800/354-9503 or 859/277-5751	Class I - \$95.00	\$35.00
WW2-52	Class II, III or IV – November 18-21, 2003			Class II, III or IV - \$125.00	\$35.00
WW1-53	Class I – January 27-28, 2004	Executive West 830 Phillips Ln Louisville, Ky.	800/626-2708 or 502/367-2251	Class I - \$95.00	\$35.00
WW2-53	Class II, III or IV – January 27-30, 2004			Class II, III or IV - \$125.00	\$35.00
WW1-54	Class I – March 22-23, 2004	Executive Inn Rivermont One Executive Blvd. Owensboro, Ky.	800/626-1936 or 270/926-8000	Class I - \$95.00	\$35.00
WW2-54	Class II, III or IV – March 22-25, 2004			Class II, III or IV - \$125.00	\$35.00
WW1-55	Class I – June 1-2, 2004	Lake Barkley State Resort Park 3500 State Park Road Cadiz, Ky.	800/325-1708 or 270/924-1131	Class I - \$95.00	\$35.00
WW2-55	Class II, III or IV – June 1-4, 2004			Class II, III or IV - \$125.00	\$35.00

To register for a certification review/testing date, please complete and forward pages 41, 42 and 43 of the Training Catalog to the Operator Certification Section (if retaking an exam, only page 43 is required), along with the appropriate fee. Please note that separate checks are required for each operator and review/testing session requested. Operators must register at least 30 days in advance. The Division has blocked a limited number of lodging rooms at most training locations. Reduced rates may be available if the Division class is referenced and the room reservation is made one month or more in advance. **Testing begins promptly at 8:30 a.m. No Exams will be administered after 10:00 a.m.**

TEST-ONLY DATES

Listed below are the test-only dates for drinking water treatment, distribution and wastewater certification. There is no training provided in association with these test dates. ***Pre-registration at least one month in advance of the test date is required.***

Course Number	Date	Location	Room Reservations	Fee
Water – DWQ-41 Wastewater – WWQ-41	July 16, 2003	Ky. Dam Village State Resort Park 113 Administration Drive Gilbertsville, Ky.	800/325-0146 or 270/362-4271	\$35.00
Water – DWQ-42 Wastewater – WWQ-42	October 22, 2003	Jenny Wiley State Resort Park 75 Theatre Court Prestonsburg, Ky.	800/325-0142 or 606/886-2711	\$35.00
Water – DWQ-43 Wastewater – WWQ-43	January 9, 2004	Farnham Dudgeon Civic Center 405 Mero Street Frankfort, Ky.	Holiday Inn 502/227-5100	\$35.00
Water – DWQ-44 Wastewater – WWQ-44	April 8, 2004	Farnham Dudgeon Civic Center 405 Mero Street Frankfort, Ky.	Holiday Inn 502/227-5100	\$35.00

To register for a test-only date, please complete pages 41, 42, and 43 of the Training Catalog and forward them to the Operator Certification Section (if retaking an exam, only page 43 is required), along with the appropriate fee. Please note that separate checks are required for each operator and testing date requested. ***TIME: 9:00 a.m. (SIGN-IN BEGINS AT 8:30 a.m.) No tests will be administered after 10:30 a.m.***

CERTIFICATION RENEWAL PROCESS

Renewal Requirements

Certified operators are required to renew their certificate(s) every two (2) years. Operators with limited licenses are required to renew their licenses every year by June 30. Operators are responsible for initiating the renewal process by completing and submitting an "Application for Certificate Renewal" (page 45) and renewal fee to the Operator Certification Section. **Separate checks must be submitted for each renewal and be payable to the "Kentucky State Treasurer."** Certificates should be renewed as follows:

Wastewater Operators – Between January 1 and June 30 of every odd-numbered year (next renewal deadline is June 30, 2005).

Drinking Water and Distribution System Operators – Between January 1 and June 30 of every even-numbered year (next renewal deadline is June 30, 2004).

Limited Licenses - Annually, prior to June 30 (the next renewal deadline is June 30, 2004). This type of certificate may be renewed by submitting an "Application for Certificate Renewal" and the \$20 renewal fee to the address below. Training is not required for renewal of the wastewater limited license. However, three continuing education hours are required for a drinking water limited certification. If a limited certificate expires, testing will be required for reissuance of the certificate.

Continuing education credits must be earned prior to submittal of the application for certificate renewal (except for wastewater limited licenses). Wastewater training hours accumulated for renewal purposes are valid for two (2) years from the date earned. Training hours accumulated for the renewal of a drinking water license must have been earned during the previous renewal period. For example, drinking water operators planning to renew for the 2004-2006 period must attend training between July 1, 2002 and June 30, 2004.

Continuing education credits for renewal purposes may be earned by attending Board-approved courses. All training conducted or sponsored by the Division of Water is Board-approved. Other approvable training includes correspondence courses, short courses, trade association meetings, and on-the-job training courses. Approval of these courses can be solicited by submitting an "Application for Approval of a Continuing Education Program" to the appropriate Certification Board. Board approval of the course(s) must be received prior to the use of the hours for renewal purposes.

Drinking water operators holding separate treatment and distribution certificates are required to earn enough hours to satisfy only the highest classified certificate. Wastewater operators must accumulate at least one-half of their hourly training requirement in process control. Outlined below are the continuing education training hours required of each classification for each renewal period (two years).

<u>Class</u>	<u>Training Hours Required</u>
Limited (Drinking Water)	3
I	12
II	12
III	24
IV	24

Operators should maintain documentation of training hours earned.

Registration Procedures - Continuing Education Training

Registration procedures exist for the efficient processing of all continuing education training requests.

To register:

1. Complete the registration form on page 43.
2. Submit the registration form and specified fee to the Operator Certification Section a minimum of 30 days prior to the requested training date. ***Separate checks must be issued for each class and be payable to the "Kentucky State Treasurer."***
3. Receive confirmation from the Operator Certification Section to attend the training session.
4. Attend the scheduled training.

Certificate Expiration

Certificates not renewed by the expiration date are invalid and an operator may not serve in responsible charge of a water or wastewater system. To renew an expired certificate, an operator must complete the following steps for each renewal period:

1. Accumulate the required training hours for his/her classification.
2. Complete the renewal application on page 45 noting the period for which the application applies.
3. Submit a renewal application, renewal fee and late fee for each certificate to be renewed to the Operator Certification Section at the address below. ***Separate checks or money orders must be submitted for each individual for the appropriate renewal fee made payable to the "Kentucky State Treasurer"*** and mailed to:

Division of Water
Operator Certification Section
14 Reilly Road
Frankfort, KY 40601

Failure to renew a wastewater certificate by the expiration date of the second renewal period (four years) results in certificate termination. Drinking water certificates terminate one year after the expiration of the license. After the respective date, operators wishing to be certified must reapply for certification and pass the corresponding certification exam.

DRINKING WATER CONTINUING EDUCATION TRAINING

These courses are conducted from 8:30 a.m. to 4:00 p.m. each day and are designed for water treatment plant and distribution system operators. Operators may earn six continuing education hours per day. To register for one of these courses, complete and forward page 43 of the Training Catalog to the Operator Certification Section along with the appropriate fee (separate checks are required for each operator and for each course requested). Operators must register at least 30 days in advance.

Course Number	Date	Location	Room Reservations	Topic	Speaker(s)	Fee
1653	July 1-3, 2003	Central Ky. Technical College Anderson Campus 1500 Bypass US 127 N. Lawrenceburg, Ky.		Laboratory Analysis	Mike Davis	\$90.00
1654	September 9-10, 2003	Barren River State Resort Park 1149 State Park Road Lucas, Ky.	800/325-0057 or 270/646-2151	Disinfection and Disinfectant By-Product Control	Andy Gentry	\$60.00
1655	September 9-10, 2003	Cumberland Falls State Resort Park 7351 Highway 90 Corbin, Ky.	800/325-0063 or 606/528-4121	Hazard Communication, Lab Safety and Health, Lockout/Tagout, Confined Space Entry	OSHA Staff	\$60.00
1656	September 23-24, 2003	Dale Hollow State Resort Park 6371 State Park Road Burkesville, Ky.	800/325-2282 or 270/433-7431	Water Distribution Operation and Maintenance	Andy Gentry	\$60.00
1657	October 27-28, 2003	Pennyrile Forest State Resort Park 20781 Pennyrile Lodge Road Dawson Springs, Ky.	800/325-1711 or 270/797-3421	Math Skills Development for Operators	Andy Gentry	\$60.00
1658	November 18-19, 2003	Pine Mountain State Resort Park 1050 State Park Road Pineville, Ky.	800/325-1712 or 606/337-3066	Chemical Pretreatment and Filtration	Andy Gentry	\$60.00
1659	March 2-3, 2004	Eastern Kentucky University Perkins Center 521 Lancaster Ave. Richmond, Ky.		Confined Space Entry, Excavations, Traffic Control Safety, Powered Tool Safety, Back Care	OSHA Staff	\$60.00
1660	April 20-21, 2004	General Butler State Resort Park 1608 Highway 227 Carrollton, Ky.	866/462-8853 or 502/732-4384	Quality from Source to Tap	Andy Gentry	\$60.00
1661	May 5-6, 2004	Barren River State Resort Park 1149 State Park Road Lucas, Ky.	800/325-0057 or 270/646-2151	System Hydraulics and Backflow Prevention	Andy Gentry	\$60.00

The Division has blocked a limited number of lodging rooms at most training locations. Reduced rates may be available if the Division class is referenced and the room reservation is made one month or more in advance.

WASTEWATER CONTINUING EDUCATION TRAINING

These training courses are conducted from 8:30 a.m. to 4:00 p.m. each day and are designed for wastewater treatment plant operators. Operators may earn six continuing education hours per day. To register for one of these courses, complete and forward page 43 of the Training Catalog to the Operator Certification Section along with the appropriate fee (separate checks are required for each operator and for each course requested). Operators must register at least 30 days in advance.

Course Number	Date	Location	Room Reservations	Topic	Speaker(s)	Fee
1662	September 9-10, 2003	Cumberland Falls State Resort Park 7351 Highway 90 Corbin, Ky.	800/325-0063 or 606/528-4121	Hazard Communication, Lab Safety and Health, Lockout/Tagout, Confined Space Entry *Not Process Control	OSHA Staff	\$60.00
1663	October 7-8, 2003	Lake Cumberland State Resort Park 5465 State Park Road Jamestown, Ky.	800/325-1709 or 270/343-3111	Package Treatment Plants (Class I Review)	Tim Ricketts Sam Lester	\$60.00
1664	November 11-12, 2003	Columbia-Adair Training and Development Center 201 Burkesville Street Columbia, Ky.		Sludge and Solids	Joe Sparks	\$60.00
1665	December 9-10, 2003	Kentucky Dam Village State Resort Park 113 Administration Drive Gilbertsville, Ky.	800/325-0146 or 270/362-4271	Process Control, Math and Activated Sludge Microscopy	Tim Ricketts Sam Lester	\$60.00
1666	February 10-11, 2004	Natural Bridge State Resort Park 2135 Natural Bridge Road Slade, Ky.	800/325-1710 or 606/663-2214	Process Control, Math and Activated Sludge Microscopy	Tim Ricketts Sam Lester	\$60.00
1667	March 2-3, 2004	Eastern Kentucky University Perkins Center 521 Lancaster Avenue Richmond, Ky.		Confined Space Entry, Excavations, Traffic Control Safety, Powered Tool Safety, Back Care *Not Process Control	OSHA Staff	\$60.00
1668	April 20-21, 2004	Lake Barkley State Resort Park 3500 State Park Road Cadiz, Ky.	800/325-1708 or 270/924-1131	Collection System Design, Operation and Maintenance	Tim Ricketts Sam Lester	\$60.00
1669	May 11-12, 2004	Dale Hollow State Resort Park 6371 State Park Road Burkesville, Ky.	800/325-2282 or 270/433-7431	Biology, Chemistry and Math	Tim Ricketts Sam Lester	\$60.00
1670	June 15-16, 2004	Blue Licks State Resort Park 10299 Maysville Rd. Carlisle, Ky.	800/433-7008 or 859/289-5507	Sludge and Solids	Tim Ricketts Sam Lester	\$60.00

***One-half of a wastewater operator's continuing education hours must be earned in process control training.**

The Division has blocked a limited number of lodging rooms at most training locations. Reduced rates may be available if the Division class is referenced and the room reservation is made one month or more in advance.

ALTERNATIVE TRAINING

PROFESSIONAL ASSOCIATION MEETINGS

The meetings and conferences outlined in this section are potential sources of continuing education. To determine if a specific training course has been approved for renewal purposes, contact the sponsoring organization for the type and number of hours approved. Registration and topic information should also be solicited from the sponsoring organization.

American Water Works Association

- * KY/TN Section AWWA Annual Technical Conference – September 30-October 3, 2003, at the Holiday Inn - University Plaza Hotel, Bowling Green, Kentucky.
- * AWWA Satellite Teleconferences (TBA)

For more information regarding meetings, training events, and teleconferences contact Kay Sanborn by phone at 502/550-2992 or e-mail at executivedirector@kytnawwa.org.

- * AWWA Online Courses, for information please e-mail the Institute at online@awwa.org or call 800/926-7337.

Water Environment Association

- * Voluntary Pretreatment Certification – August 18-22, 2003, in Maryville, Tennessee.

For more information regarding meetings, training events, and teleconferences visit the WEA website at www.kytnwae.com or contact Ms. Elliott McNeil by phone at 615/354-9222 or e-mail at ky.tnwea@associationexecutives.com.

Kentucky Water and Wastewater Operators Association

- * Western Chapter – Chapter meetings will be held September 18, 2003, at Hopkinsville and December 5, 2003 (location to be announced). A two-day training/meeting event will be held June 10-11, 2003, in Paducah. For more information regarding other training or meeting dates, contact Donnie Shreve at 270/898-7919 or Darran Rankin at 270/444-0522.
- * Central Chapter – Confined Space Entry training will be held on May 13 and May 14, 2003 in Radcliff; Local Limits for Pretreatment Coordinators training will be held June 5, 2003 in Leitchfield; Trenching and Shoring training will be held July 24, 2003, in Elizabethtown. The chapter's Annual Conference will be held September 17-18, 2003, at Rough River State Resort Park. For more information regarding these and other events contact Kevin Shaw at 270/259-2917.
- * North Central Chapter – Chapter meetings will be held July 24, 2003 at A.J. Jolly Park; January 22, 2004 at Berea; and April 22, 2004 at the Frankfort Plant Board Clubhouse. A three-day training/meeting event will be held October 28-30, 2003 in conjunction with EKWWOA. Meeting information may be obtained from Kim Davis at 859/987-2118 or e-mail KWWOAKLA@aol.com.
- * Eastern Chapter – Chapter meetings will be held May 22, 2003, at Morehead and August 21, 2003, at Natural Bridge. A three-day training/meeting event will be held October 27-29, 2003, at the Lexington Springs Inn. Meeting information may be obtained from Joel Qualls at 606/784-4305.
- * KWWOA – Kentucky Laboratory Analyst – Water and wastewater laboratory training workshop and certification exam will be held July 7-11, 2003; January 5-9 2004; and July 2004 at the Central Kentucky Technical College in Lawrenceburg. Training and certification questions should be directed to Kim Davis at 859/987-2118 or e-mail KWWOAKLA@aol.com.

Professional Association Meetings (Continued)

Bluegrass Cross-Connection Prevention Association

- * Bluegrass Cross-Connection Prevention Association meetings will be held May 6, 2003; July 8, 2003; December 2, 2003; March 2, 2004; May 4, 2004; July 6, 2004; and December 7, 2004. All meetings begin at 6:30 pm in Lexington.
- * Annual Conferences are scheduled August 22, 2003, and August 20, 2004, in Lexington (full day).
- * Certified Testers of Backflow Preventers – 40-hour class will be offered August 4-8, 2003; October 13-17, 2003; April 5-9, 2004; August 2-6, 2004; and October 11-15, 2004, in Lexington. The course provides 32 hours of continuing education for water treatment/distribution.

For additional information, contact Harold Garrison at 859/335-3663 or 859/339-6817.

Owensboro-Daviess Regional Water Resource Agency

- * Water-Wastewater Operator Training – October 8-9, 2003, at the Owensboro Executive Inn from 8 a.m. – 4 p.m. The cost is \$25 per day.

For additional information, contact Ronald Daugherty at 270/687-8440. For lodging, contact the Owensboro Executive Inn 1-800/626-1936 or 270/926-8000.

City of Paducah

- * Composting Training – September 25, 2003.

For additional information, contact Kevin Murphy at 270/575-0056.

Kentucky Rural Water Association -- Water Training 2003-2004

<u>Date</u>	<u>Location</u>	<u>Water Topics</u>	<u>Cost</u>
May 21-22, 2003	KRWA Expo & Golf Scramble Nelson County Fair Grounds Bardstown, KY	Treatment Process; Distribution; Operation & Maintenance	Cost to be Determined
June 5, 2003	Purchase ADD Mayfield, KY	Peer Review Training	No Cost
June 10-11, 2003	Natural Bridge SRP Slade, KY 800/325-1710	Math and Regulations Review	\$50 Members \$100 Non-members
July 8, 2003	Gateway ADD Owingsville, KY	Peer Review Training	No Cost
July 29-30, 2003	Pine Mountain SRP Pineville, KY 800/325-1712	Treatment Process; Regulations; Operation & Maintenance	No Cost
August 7, 2003	Lake Cumberland ADD Russell Springs, KY	Peer Review Training	No Cost
August 25-27, 2003	KRWA Annual Conference Executive Inn Rivermont, Owensboro, KY 800/665-5104	Regulations; Personnel Issues; Administrative; Management/Finance	Cost to be Determined
September 10-11, 2003	General Butler SRP Carrollton, KY 866/462-8853	Treatment Process; Regulations; Operation & Maintenance	No Cost
October 14-15, 2003	Richmond Fire Training Center Richmond, KY 859/623-1164	Treatment Process; Regulations; Operation & Maintenance	No Cost
November 5-6, 2003	Center for Rural Development Somerset, KY 606/677-6000	Math and Regulations Review	\$50 Members \$100 Non-members
January 28-29, 2004	Carter Caves SRP Olive Hill, KY 800/325-0059	Treatment Process; Regulations; Operation & Maintenance	No Cost
February 10-11, 2004	Management Conference Sloan Convention Center Bowling Green, KY	Utility Management and Office Administration Issues	Cost to be Determined
February 18-19, 2004	Executive Inn Rivermont Owensboro, KY 800/665-5104	Treatment Process; Regulations; Operation & Maintenance	No Cost
March 9-10, 2004	The Center for Rural Development Somerset, KY 606/677-6000	Treatment Process; Regulations; Operation & Maintenance	No Cost
April 13-14, 2004	Jenny Wiley SRP Prestonsburg, KY 800/325-0142	Math and Regulations Review	\$50 Members \$100 Non-members
May 19-20, 2004	KRWA Expo & Golf Scramble Nelson County Fair Grounds Bardstown, KY	Treatment Process; Distribution; Operation & Maintenance	Cost to be Determined
June 8-9, 2004	Lake Barkley SRP Cadiz, KY 800/325-1708	Math and Regulations Review	\$50 Members \$100 Non-members
July 14-15, 2004	General Butler SRP Carrollton, KY 866/462-8853	Treatment Process; Regulations; Operation & Maintenance	No Cost
August 23-25	KRWA Annual Conference The Galt House, Louisville, KY 502/589-5200	Regulations; Personnel Issues; Administrative; Management/Finance	Cost to be Determined
September 14-15, 2004	Lake Barkley SRP Cadiz, KY 800/325-1708	Treatment Process; Regulations; Operation & Maintenance	No Cost
October 26-27, 2004	Jenny Wiley SRP Prestonsburg, KY 800/325-1708	Treatment Process; Regulations; Operation & Maintenance	No Cost
To Be Announced	To Be Announced	Special Training Sessions	To Be Announced

Kentucky Rural Water Association – Wastewater Training 2003-2004

<u>Date</u>	<u>Location</u>	<u>Wastewater Topics</u>	<u>Cost</u>
May 21-22, 2003	KRWA Expo & Golf Scramble Nelson County Fair Grounds Bardstown, KY	Process Control; Operation & Maintenance	Cost to be Determined
June 10-11, 2003	Natural Bridge SRP Slade, KY 800/325-1710	Math and Regulations Review	\$50 Members \$100 Non-members
July 29-30, 2003	Pine Mountain SRP Pineville, KY 800/325-1712	Process Control; Regulations; Operation & Maintenance	No Cost
August 25-27, 2003	KRWA Annual Conference Executive Inn Rivermont Owensboro, KY 800/665-5104	Regulations; Personnel Issues; Administrative; Management/Finance	Cost to be Determined
September 10-11, 2003	General Butler SRP Carrollton, KY 866/462-8853	Process Control; Regulations; Operation & Maintenance	No Cost
October 14-15, 2003	Richmond Fire Training Center Richmond, KY 859/623-1164	Process Control; Regulations; Operation & Maintenance	No Cost
November 5-6, 2003	The Center for Rural Development Somerset, KY 606/677-6000	Math and Regulations Review	\$50 Members \$100 Non-members
January 28-29, 2004	Carter Caves SRP Olive Hill, KY 800/325-0059	Process Control; Regulations; Operation & Maintenance	No Cost
February 10-11, 2004	Management Conference Sloan Convention Center Bowling Green, KY	Utility Management and Office Administration Issues	Cost to be Determined
February 18-19, 2004	Executive Inn Rivermont Owensboro, KY 800/665-5104	Process Control; Regulations; Operation & Maintenance	No Cost
March 9-10, 2004	Center for Rural Development Somerset, KY 606/677-6000	Process Control; Regulations; Operation & Maintenance	No Cost
April 13-14, 2004	Jenny Wiley SRP Prestonsburg, KY 800/325-0142	Math and Regulations Review	\$50 Members \$100 Non-members
May 19-20, 2004	KRWA Expo & Golf Scramble Nelson County Fair Grounds Bardstown, KY	Process Control; Operation & Maintenance	Cost to be Determined
June 8-9, 2004	Lake Barkley SRP Cadiz, KY 800/325-1708	Math and Regulations Review	\$50 Members \$100 Non-members
July 14-15, 2004	General Butler SRP Carrollton, KY 866/462-8853	Process Control; Regulations; Operation & Maintenance	No Cost
August 23-25	KRWA Annual Conference The Galt House Louisville, KY 502/589-5200	Regulations; Personnel Issues; Administrative; Management/Finance	Cost to be Determined
September 14-15, 2004	Lake Barkley SRP Cadiz, KY 800/325-1708	Process Control; Regulations; Operation & Maintenance	No Cost
October 26-27, 2004	Jenny Wiley SRP Prestonsburg, KY 800/325-1708	Process Control; Regulations; Operation & Maintenance	No Cost
To Be Announced	To Be Announced	Special Training Sessions	To Be Announced

Kentucky Rural Water Association (Continued)

Kentucky Rural Water Association Utility Management Institute 2003*

<u>Date</u>	<u>Location</u>	<u>Course Title</u>	<u>Cost</u>
July 16-17, 2003	Ramada Inn 1698 Flemingsburg Road Morehead, KY 606/784-7591	Utility Finance and Administration	No Cost
August 5, 2003	Pennyrile Forest SRP Dawson Springs, KY 800/325-1711	Modern Technology and Utility Management	No Cost
September 24, 2003	Kentucky Dam Village SRP Gilbertsville, KY 800/325-0146	Public Relations in Utility Management	No Cost
November 18-20, 2003	Pine Mountain SRP Pineville, KY 800/325-1712	Utility Management 101	No Cost

***Not for Operator Certification Credit**

Registration for KRWA training courses may be made by forwarding the registration form included on page 43 to:

Kentucky Rural Water Association
P.O. Box 1424
Spring Hollow Avenue
Bowling Green, Ky. 42101
270/843-2291
www.krwa.org

TECHNICAL AND COMMUNITY COLLEGES

Central Kentucky Technical College – Anderson Campus

1500 BYPASS NORTH
LAWRENCEBURG, KY 40342
(502) 839-8488

Course Offerings 2003-2004

Date	Type	Course	Hours	Cost per Student	Maximum Enrollment
July 7-11, 2003	DW/WW	Water and Wastewater Laboratory Analyst (1229)	35	\$365.00	14
July 21-25, 2003	DW/WW	40-Hour Hazardous Materials Technician (1531)	40	\$365.00	14
July 21, 2003	DW/WW	Hazardous Materials Refresher Course (616)	7	\$65.00	14
Aug. 29, 2003	DW/WW	Hazardous Materials Refresher Course (616)	7	\$65.00	14
Sept. 12, 2003	DW/WW	Hazardous Materials Refresher Course (616)	7	\$65.00	14
Oct. 6-10, 2003	DW/WW	40-Hour Hazardous Materials Technician (1531)	40	\$365.00	14
Oct. 6-10, 2003	DW/WW	Hazardous Materials Refresher Course (616)	7	\$65.00	14
Nov. 12, 2003	DW/WW	Hazardous Materials Refresher Course (616)	7	\$65.00	14
Dec. 15-19, 2003	DW/WW	40-Hour Hazardous Materials Technician (1531)	40	\$365.00	14
Dec. 15-19, 2003	DW/WW	Hazardous Materials Refresher Course (616)	7	\$65.00	14
Jan. 5-9, 2004	DW/WW	Water and Wastewater Laboratory Analyst (1229)	35	\$365.00	14
Feb. 13, 2004	DW/WW	Hazardous Materials Refresher Course (616)	7	\$65.00	14
May 10-14, 2004	DW/WW	40-Hour Hazardous Materials Technician (1531)	40	\$365.00	14
May 10-14, 2004	DW/WW	Hazardous Materials Refresher Course (616)	7	\$65.00	14
May 24-26, 2004	WW	Wastewater Laboratory (1502)	18	\$225.00	14
May 27-28, 2004	DW/WW	Confined Space/Chlorine	12	\$150.00	14
June 21-23, 2004	WW	Wastewater Laboratory Safety and Operation (1002)	18	\$225.00	14
June 24-25, 2004	DW/WW	Confined Space/Chlorine	12	\$150.00	14

- A recent physical (within the last 12 months) stating the student's pulmonary and coronary functions are adequate to support the use of a self-contained breathing apparatus is required for the 40-Hour Hazardous Materials training course.
- A minimum of 12 registered students is required for continuing education and short courses.
- Students must be 16 years of age or older, pay the required registration fee and meet all additional requirements applicable to the specific course.
- A full two-year program in environmental studies is offered on campus. Students interested in enrolling in the program are encouraged to visit the school and talk with a counselor.

For class registration information, please call Mike Davis, Environmental Program Coordinator, at 502/839-8488.

TECHNICAL AND COMMUNITY COLLEGES

The following community colleges have indicated that they may/will provide continuing education courses for operators during 2003 - 2004. To date, not all of the topics, credit hours and dates have been finalized. Please contact the community college directly for additional information.

Ashland Community College, Boyd County

For information contact: Continuing Education
1400 College Drive
Ashland, KY 41101
800/370-7191, ext. 2072
e-mail: ashcc.cecs@kctcs.edu
website: www.ashlandcc.org

Elizabethtown Community College, Hardin County

For information contact: Judy Akers
Continuing Education
610 College Street Road
Elizabethtown, KY 42701
270/769-2371, ext. 3216
e-mail: judy.akers@kctcs.edu

Hazard Community College Technical Campus

101 Vo-Tech Drive
Hazard, KY 41701

Course Offerings 2003 – 2004

Date	Type	Course	Hours	Cost
June 5 & 6, 2003	DW or WW	Process Control, Applied Math, Disinfection Process, Detecting Surface Water Influence on Water Wells	12	\$90
October 16 & 17, 2003	DW	Chlorination Leak Detection, Distribution O&M, Basic & Applied Math, Treatment Process & Lab Reports, Chemical Feeder Calibrations, Source Protection	12	\$90
April 15 & 16, 2004	DW	Flocculation & Filtration, Hydro-pneumatic Tanks, Booster Pumps, Storage Capacity	12	\$90
June 10 & 11, 2004	DW or WW	Distribution & Control Techniques, pH & Dissolved Oxygen, Cleaning & Flushing Systems, Package Plants, Surface Water Treatment/Well Water Treatment, Visit to Local Water Plant	12	\$90
October 21 & 22, 2004	WW	Motors, Blowers, Diffusers, Aeration & Odor Control, Filtration & Water Disposal, Math/Record Keeping	12	\$90

For additional information contact Harlan Davidson at 606/435-6101 or 1-800/246-7521.

Community Colleges (Continued)

Henderson Community College, Henderson County

For information contact: Pam Wilson
Continuing Education
2660 S. Green St.
Henderson, KY 42420
270/830-5345 ext. 5202
e-mail: pamela.wilson@kctcs.edu

Hopkinsville Community College, Christian County

For information contact: Dave Burgos
Business and Industry
P.O. Box 2100
Hopkinsville, KY 42240
270/886-3921 ext. 205
e-mail: dave.burgos@kctcs.edu

Lexington Community College, Fayette County

Environmental Science Technology degree program. This program includes specialized environmental science courses in addition to General Education coursework. This degree requires 66-69 total credit hours. Contact Marian Cothran at 859/257-4872 for information.

For information contact: Jean Watts, Coordinator
Environmental Science Technology Program
234B Oswald Building
Lexington, KY 40506
859/257-4872 ext. 4042
e-mail: jwatt0@uky.edu

Community Colleges (Continued)

Madisonville Community College, Hopkins County

For information contact: Cathy Behm
Office of Continuing Education/Community Service
2000 College Drive
Madisonville, KY 42431
270/824-8660
e-mail: cathy.behm@kctcs.edu

Maysville Community College, Mason County

For information contact: Pam Kegley, Coordinator
Continuing Education
Maysville Community College
1755 US 68
Maysville, KY 41056
606/759-7141 ext. 3117
e-mail: pam.kegley@kctcs.edu

Prestonsburg Community College, Floyd County

For information contact: David Pelphrey, Director
Community & Economic Development
One Bert T. Combs Drive
Prestonsburg, KY 41653
606/886-3863, ext. 3466
e-mail: david.pelphrey@kctcs.edu

Correspondence Courses

- * California State University, Sacramento
Ken Kerri, Director
Office of Water Programs
6000 J. Street
Sacramento, CA 95819-2694
Phone: 916-278-6142

- * Michigan State University
Clark E. Dehaven, Director
Office of Executive Programs
East Lansing, MI 48824-1047
Phone: 517-355-1855 or
517-353-8711

- * University of Florida
Division of Continuing Education
Department of Independent Study
2209 Northwest 13th Street
Gainesville, FL 32609-3444
Phone: 800-327-4218

ADMINISTRATIVE FORMS

Certification Application Checklist

- ___ Section 1 - Provide your home address.
- ___ Section 2 - Classification requested - refer to pages 5-6 for clarification.
- ___ Section 3 - Indicate the test being requested.
- ___ Section 4 - List the drinking water and/or wastewater certificates you hold.
- ___ Section 5 - List **every** facility you operate.
- ___ Section 6 - Attach a copy of your high school diploma/GED or college transcript. Attach certificates of completion for all classes to be considered.
- ___ Section 7 - List each job title in which you gained drinking water and/or wastewater system experience. **Identify all job duties**, providing a detailed description of **drinking water and/or wastewater job duties**. If your duties are varied, provide the percentage of time devoted to drinking water and/or wastewater duties.
- ___ Section 8 - If currently employed, have this section signed by your supervisor as a verification of your job duties.
- ___ Sign and date the application (pages 41 and 42). Note the statements on the application regarding submittal of accurate information.
- ___ Submit a separate application for each classification desired.
- ___ Complete the Registration Form (page 43), including a 1st and 2nd class location choice and whether you need the course manual referenced.
- ___ Include a check or money order, payable to the "**Kentucky State Treasurer**" for each application and/or exam date.
- ___ **Pre-registration required! Application and Registration Forms must be received by the Operator Certification Section at least 30 days prior to the requested training/testing date.**

Note: Each applicant will receive a confirmation letter and study material prior to the scheduled training/testing date.

Drinking Water or Wastewater Operator Certification Application

Print or type a separate application for each certification requested.
Complete all items.
All signatures must be original
Incomplete applications will be returned.



Approved for Class/Test _____
 Amount Paid \$ _____
 Payment Method _____
 Receipt Number _____
 Training Material Sent _____
 Certification Number _____

Middle Name or Initial

Zip Code

[illegible]

Residence Telephone Number

2) Check certification desired (select only one):

Drinking Water Treatment	Drinking Water Distribution	Wastewater (Treatment and Collection)
<div>_____ I-AD _____ III-A</div> <div>_____ I-BD _____ III-B</div> <div>_____ II-A _____ IV-A</div> <div>_____ II-BD _____ IV-B</div>	<div>_____ I-D</div> <div>_____ II-D</div> <div>_____ III-D</div> <div>_____ IV-D</div>	<div>_____ I</div> <div>_____ II</div> <div>_____ III</div> <div>_____ IV</div>

3) Check and complete the item that applies:

___First Test at this Classification ___Retest Date of Last Test:	___Reciprocity (No Test)
---	--------------------------

4) List all current drinking water and wastewater certificates:

State Where Certified	Certification Type (i.e. Wastewater, Water Treatment, etc.)	Classification Level (i.e. II-BD, III, etc.)	Certificate Number	Expiration Date

As a certified operator, have you ever been the subject of a disciplinary action (i.e., probation, suspension, license revocation)? Yes___ No___
If yes, identify the state agency which implemented the action.

5) Identify ALL facilities which you operate (attach additional sheets if necessary):

Facility Name/s	County	PWSID or KPDES #	Phone #

The Kentucky Natural Resources and Environmental Protection Cabinet does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability and provides, on request, reasonable accommodations including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, and activities. To request materials in an alternative format, contact the Division of Water, Operator Certification Section, 14 Reilly Road, Frankfort, Kentucky 40601 or call (502) 564-3410.

6) Education and training (circle highest grade completed and fill in the appropriate blanks):

Elementary School 5 6 7 8 School Name: _____
High School 9 10 11 12 School Name: _____
College - Undergraduate School Name: _____ Degree: _____
College - Graduate School Name: _____ Degree: _____
Other training applicable to the certification requested (provide the course name and content. Attach documentation of completion and credit hours earned): _____

Note: A copy of official education records (e.g., GED certificate, high school diploma, college transcript or diploma) verifying education must accompany this application.

7) Applicable employment history (list your current position first. If you have held several positions with a drinking water or wastewater system, list each separately. List all the duties associated with each position, but be specific regarding your drinking water and/or wastewater operational duties. If your duties are split between several areas of responsibility, indicate the percentage of time spent working in each area.)

a. Facility Name	Position Title	Dates of Employment Month____ Year____ To Month____ Year____
Facility Address:		Phone #:
Detailed description of duties: _____ _____ _____		

b. Facility Name	Position Title	Dates of Employment Month____ Year____ To Month____ Year____
Facility Address:		Phone #:
Contact person:		
Detailed description of duties: _____ _____ _____		

c. Facility Name	Position Title	Date of Employment Month____ Year____ To Month____ Year____
Facility Address:		Phone #:
Contact person:		
Detailed description of duties: _____ _____ _____		

8) Information verification (This information must be completed by your direct supervisor and contain an original signature):

I certify that, to the best of my knowledge, the data contained herein reflects the applicant's job duties and employment history with the facility referenced below. I understand that submission of false information can result in certificate revocation and penalties as defined in KRS 223.991 and/or KRS 224.99-010.

Supervisor's Signature: _____ Facility: _____

Title: _____ Date: _____ Phone #: _____

I certify that, to the best of my knowledge, the data contained herein is complete and correct. I understand that submission of false information can result in certificate revocation and penalties as defined in KRS 223.991 and/or KRS 224.99-010.

Applicant's Signature: _____ Date: _____

Training Class and Examination Registration Form

Kentucky Division of Water Operator Certification Section

Name (first, middle, last): _____

Agency Interest # (see wallet card): _____ Social Security # (optional): _____

Home Address (PO Box #, house #, street name, city, state, zip code): _____

Daytime Phone #: _____ FAX #: _____ Email: _____

List all facilities which you operate (attach additional sheet if necessary):

Facility Name	County	PWSID or KPDES No.
1. _____	_____	_____
2. _____	_____	_____

Expense Reimbursement Grant (ERG) Eligible?(see page 8): ____ Yes ____ No

Training Class and/or Examination Categories (Certification training is three days unless otherwise noted)	Fees		
	Cert Class w/Exam	Exam Only	Cont Ed Class
Drinking Water Treatment Class (two-days) – Certification for groundwater systems not under the direct influence of surface water. (Classes I-BD, II-BD, III-B, or IV-B Certifications) – See Page 13	\$95.00	\$35.00	
Drinking Water Treatment Class – Certification for small treatment and/or distribution systems. (Classes I-BD, II-BD, I-AD, II-A, I-D or II-D Certifications) – See Page 13	\$125.00	\$35.00	
Drinking Water Treatment Class – Certification for surface water and/or groundwater under direct influence of surface water. (Classes I-AD, II-A, III-A, or IV-A Certifications) – See Page 14	\$125.00	\$35.00	
Drinking Water Distribution Class – Certification for distribution systems (Classes I-AD, I-BD, II-BD, I-D, II-D, III-D or IV-D Certifications) – See Page 15	\$125.00	\$35.00	
Wastewater Treatment Class (two-days) – Certification for treatment systems (Class I) – See Page 16	\$95.00	\$35.00	
Wastewater Treatment Class – Certification for treatment systems (Classes II, III or IV) – See Page 16	\$125.00	\$35.00	
Exams other than those at certification preparatory classes (All classifications for drinking water treatment, drinking water distribution and wastewater treatment) – See Page 17		\$35.00	
Continuing Education Class (two-day) – See Pages 23-24			\$60.00
Continuing Education Class (three-day) – See Pages 23-24			\$90.00

Provide event information from the current schedule for first and second choices:					
	Course Code	Date	Class &/or Exam Title	Location	Fee
1st					\$
2nd					\$

If requesting an exam, is it a retest? ____ Yes ____ No If yes, when and where was it last taken?

The Natural Resources and Environmental Protection Cabinet does not discriminate on the basis of race, color, national origin, sex, age, religion or disability and provides, on request, reasonable accommodations including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, and activities

Schedule and Fees for License Renewal:

Applications should be submitted with a separate check or money order for each operator renewing, payable to **"Kentucky State Treasurer"** to the Division of Water, Operator Certification Section, 14 Reilly Road, Frankfort, Kentucky 40601.

Name: _____

Certifications No.(s): _____ **Agency Interest No. (see wallet card):** _____

Daytime Telephone No. : _____ **ERG Eligible? (see page 8):** _____ Yes _____ No

System/Facility Name	PWSID or KPDES #	County

Training Topic/Course Code	Sponsor	Date	Hours Earned
1.			
2.			
3.			
4.			

Operator Address and/or Employment Change Form

Certificate Number(s) (LIST ALL):

Drinking Water Treatment _____ Distribution _____ Wastewater Treatment _____

Address Change ☐ or **Facility Change:** Add facility ☐ Delete Facility ☐

Agency Interest # (see wallet card): _____ Social Security # (optional): _____

Name: _____
(last) (first) (middle initial)

New or Current Home Address: _____
(street, city, state, and zip code)

Phone: HOME () _____ WORK () _____

IDENTIFY BELOW FACILITIES FOR WHICH YOU RECENTLY ASSUMED OR RELINQUISHED RESPONSIBILITY.
THIS INFORMATION MUST BE SUBMITTED WITHIN 30 DAYS OF THE CHANGE.

Facility Name	KPDES/PWSID #	Effective Date

Signature: _____ Date: _____

Mail to: Division of Water, Operator Certification Section, 14 Reilly Road, Frankfort, Kentucky 40601.

Operator Address and/or Employment Change Form

Certificate Number(s) (LIST ALL):

Drinking Water Treatment _____ Distribution _____ Wastewater Treatment _____

Address Change ☐ or **Facility Change:** Add facility ☐ Delete Facility ☐

Agency Interest # (see wallet card): _____ Social Security # (optional): _____

Name: _____
(last) (first) (middle initial)

New or Current Home Address: _____
(street, city, state, and zip code)

Phone: HOME () _____ WORK () _____

IDENTIFY BELOW FACILITIES FOR WHICH YOU RECENTLY ASSUMED OR RELINQUISHED RESPONSIBILITY.
THIS INFORMATION MUST BE SUBMITTED WITHIN 30 DAYS OF THE CHANGE.

Facility Name	KPDES/PWSID #	Effective Date

Signature: _____ Date: _____

Mail to: Division of Water, Operator Certification Section, 14 Reilly Road, Frankfort, Kentucky 40601.

TRAINING MANUAL ORDER FORM
CSUS FOUNDATION - OFFICE OF WATER PROGRAMS
CSU, SACRAMENTO, 6000 J STREET, SACRAMENTO, CALIFORNIA 95819-6025
PHONE (916) 278-6142 / FAX (916) 278-5959
WEBSITE: www.owp.csus.edu / E-mail: wateroffice@csus.edu
MAKE CHECKS PAYABLE TO: CSUS FOUNDATION

TRAINING MATERIALS	Manual \$/Qty.	Subtotal												
Small Wastewater System O & M, Volume I	\$33 x													
Small Wastewater System O & M, Volume II Available Early 2002	\$33 x													
Operation of Wastewater Treatment Plants, Volume I	\$22 x													
Operation of Wastewater Treatment Plants, Volume II	\$27 x													
Advanced Waste Treatment	\$22 x													
Treatment of Metal Wastestreams	\$11 x													
Industrial Waste Treatment, Volume I	\$22 x													
Industrial Waste Treatment, Volume II	\$22 x													
Pretreatment Facility Inspection	\$33 x													
VIDEOS: Pretreatment Facility Inspection Training Videos, Set of 5	\$100 x													
Oper. & Maint. Of Wastewater Collection Systems, Volume I	\$22 x													
Oper. & Maint. Of Wastewater Collection Systems, Volume II	\$22 x													
Spanish Collection System Operator Training Manual	\$33 x													
VIDEOS: Collection System O & M Training Videos, Set of 6	\$100 x													
Collection Systems: Methods for Evaluating & Improving Performance	\$22 x													
Water Treatment Plant Operation, Volume I includes poster	\$33 x													
Water Treatment Plant Operation, Volume II includes poster	\$33 x													
Small Water System Operation & Maintenance includes poster	\$22x													
Small Water System Information Video Series New	\$100													
Small Water System Information Video Series Learner's Booklet New	\$33 x													
Water Distribution System Operation & Maintenance includes poster	\$22 x													
Utility Management	\$11 x													
New WATER TREATMENT PLANT OPERATION SPECIALIST Certification, please contact Regional & Continuing Education at www.csus.edu/rce or call (916)278-6984														
POSTER: Safe Drinking Water Act Update NEW	\$ 5 x													
SHIPPING - NO CHARGE FOR SHIPPING IN THE CONTINENTAL U.S. AK HI, GUAM, PUERTO RICO INCLUDE \$10.00 PER MANUAL FOR PRIORITY MAIL FOREIGN ORDERS PLEASE CALL FOR SHIPPING CHARGES NO SHIPPING CHARGE FOR ENROLLMENTS ONLY		SHIPPING TOTAL:												
PAYMENT OPTIONS: VISA OR MASTERCARD / CHECK**/ PURCHASE ORDER (INCLUDE PURCHASE ORDER WITH THIS ORDER FORM COMPLETED)														
CREDIT CARD NUMBER: _____ EXP. DATE (required): _____														
SIGNATURE (required) _____ PRINT NAME _____														
CREDIT CARD TYPE (Circle One) PERSONAL CARD / COMPANY CARD (name of company, if company card) _____														
CUSTOMER NAME: _____ ATTN: _____														
HOME PHONE (If Applicable) _____ WORK PHONE _____ FAX NUMBER _____														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">SHIPPING ADDRESS</th> <th style="width: 50%; text-align: left;">BILLING ADDRESS</th> </tr> </thead> <tbody> <tr> <td>Customer Name</td> <td>(If Applicable)</td> </tr> <tr> <td>Attn</td> <td></td> </tr> <tr> <td>CITY: _____ ST _____ ZIP _____</td> <td>CITY _____ ST _____ ZIP _____</td> </tr> <tr> <td>STUDENT NAME(S)</td> <td></td> </tr> <tr> <td>SOCIAL SECURITY NUMBER (required) ***</td> <td></td> </tr> </tbody> </table>			SHIPPING ADDRESS	BILLING ADDRESS	Customer Name	(If Applicable)	Attn		CITY: _____ ST _____ ZIP _____	CITY _____ ST _____ ZIP _____	STUDENT NAME(S)		SOCIAL SECURITY NUMBER (required) ***	
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Customer Name	(If Applicable)													
Attn														
CITY: _____ ST _____ ZIP _____	CITY _____ ST _____ ZIP _____													
STUDENT NAME(S)														
SOCIAL SECURITY NUMBER (required) ***														

Prices are subject to change – Order form revised as of July 2000*California residents pay 7¼ % on manuals only - ** Make checks payable to: CSUS Foundation -
 ***Required by the University to take course(s)

Name _____
Address _____
City _____ State _____ Zip _____

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STAMP HERE
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without postage

Office of Water Programs
California State University, Sacramento
6000 J Street
Sacramento, CA 95819-6025

Department for Environmental Protection
Division of Water
Operator Certification Section
14 Reilly Road
Frankfort Office Park
Frankfort, Kentucky 40601

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Kentucky
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